

contract administration function. The contract file will be closed and the last issued final PK9 will apply if the CAO did not have additional contract administration functions to perform after issuance of the final PK9 transaction.

5. Preparation of a CCS - DI Code PK9 will be prepared in accordance with the format and instructions at appendix C23 for each condition specified in paragraphs D.2., D.3., and D.4., above.

E. UNCLOSED CONTRACT STATUS (UCS)

1. Requirement for a UCS - a UCS will be furnished to the PO or designated ADP point for each contract that will not be closed within the timeframe established in FAR 4.804-1. The status will include the reasons for delay and the target date which, has been set for closing. If the contract is not closed by the target date, a revised UCS will be forwarded with the new target date and reasons for further delay.

a. A Disbursing Officer with secondary contract administration responsibility will forward the status information to the CAO with primary responsibility. The status will be forwarded within 5 workdays after expiration of the standard closing period.

b. A CAO with primary contract administration responsibility will forward the UCS to the PO. The status will be forwarded within 15 workdays after the expiration of the standard closing period in accordance with FAR 4.804.

2. Preparation of UCS - a UCS report, DI Code PKX, will be prepared in accordance with the format and instructions at appendix C24 for each condition specified in paragraph E1., above.

F. CONTRACT CLOSEOUT EXTENSION (CCE)

1. Requirements for CCE - The Contract Completed Date in the CCS will be used by the PO as the closeout date for file purposes. When completion of any pending significant PO action extends beyond this closeout date, the PO will advise the CAO of the Extended Closeout Date. The PO will forward a CCE to the CAO within 5 workdays after receipt of the CCS. The CAO will then hold the contract open until the Extended Closeout Date. The PO must ensure that when the Extended Closeout Date is to be revised, another PKZ transaction, with a new Extended Closeout

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Date, is sent to the CAO. The CAO will close the contract file after the Extended Closeout Date is passed. If an additional contract administrative function was performed by the CAO, another PK9 transaction will be issued; otherwise, the previous PK9 transaction will remain in effect.

2. Preparation of a CCE - A CCE, DI Code PKZ, will be prepared for the condition specified in paragraph F.I., above, in accordance with the format and instructions for the CCS except as shown at appendix C25.

3. In those cases when a PKZ transaction has been received from the PO, the CAO will issue a final PK9 transaction within 5 workdays after the Extended Closeout Date, only if the CAO had to perform an additional contract administration function.

G. CANCELLATIONS

Conditions may arise that necessitate the cancellation of a CCS, a CCE, or a UCS report. When cancellation is necessary, it is accomplished by transmitting the first **34 or 36 positions of the original record (i.e., 34 for PK9 and PKX, 36 for PKZ)**, to be canceled and adding an X-overPunch over the decade position of the year in the PIIN.

H. FAST PAY CONTRACTS

Normally a PO receives both an SPN, DI Code PJJ, and a CCS, DI Code PK9, on each contract. On fast pay contracts which do not exceed **\$25,000**, however, an SPN is not required by the Army, Navy, and DLA. The Army will use the CCS, both to show performance and to close the contract. The Air Force still requires and receives the SPN and the CCS on fast pay contracts.